

## INFORMATIONAL MATERIALS

### CHECKLIST PROJECT CONCLUSION

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REFERENCE	Gebert Rűf Stiftung website
NOTE	Further information is available at <a href="http://grstiftung.ch">grstiftung.ch</a> .

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### PROCEDURE

Each project is concluded with a final report (incl. statement of account), an update of the project presentation on Gebert Rűf Stiftung website and a debriefing interview. Once the report is approved, the web pages updated and the final interview complete, an invoice may be issued for the remaining balance of the final tranche of the project grant.

Our website toolbox provides forms and instruction sheets to facilitate concluding the project.

- Final report: Write a final report in accordance with the instructions for submission to the Board of Trustees (see «Guidelines for drafting a final report»).
- Web presentation: Revise your project presentation for the Gebert Rűf Stiftung website to provide a concluding text.
- Send your final report and updated web presentation electronically to our project controlling department: [jacqueline.grollmund@grstiftung.ch](mailto:jacqueline.grollmund@grstiftung.ch)
- As soon as your final report and web presentation are approved you may contact the Gebert Rűf Stiftung management to arrange a debriefing interview.
- After the final interview, you may invoice us for the debriefing tranche of the project grant.